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## Find and Search Help

Acrobat Reader provides two ways to locate specific words or phrases in PDF documents: Find and Search.



**Find:** Sequential word search of the active file



**Search:** Full-text search of all PDF files on a CD-ROM

### When to use Find

Use Find to find for a word or series of words in a document that is open in the Reader window. Find is performed sequentially, page-by-page. To use Find, click on the Find icon or select **Find** from the Tools menu. Then enter text in the Find window and click **Find**.

### When to use Search

Use Search to conduct a full-text search of all PDF documents on this CD-ROM. **Boolean** search commands can be used to conduct more precise and efficient searches. For more information, see [About Boolean Searches](#). If you cannot conduct a Search, see [How to set up Search](#).

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## How to use Search

To perform a full-text search of this CD-ROM, do the following:

- 1 Click the Search icon on the Reader toolbar or select **Search** and then **Query...** from the Tools menu.
- 2 Enter a word or string of words in the Adobe Acrobat Search window. In the example below, we are searching for documents that contain the word *intelligent*.
- 3 Click the **Search** button in the Adobe Acrobat Search window.

When you click Search, the Search tool generates a list of documents that contain occurrences of the entered text. The document list is presented in a “**Search Results**” window, as shown on the following page.

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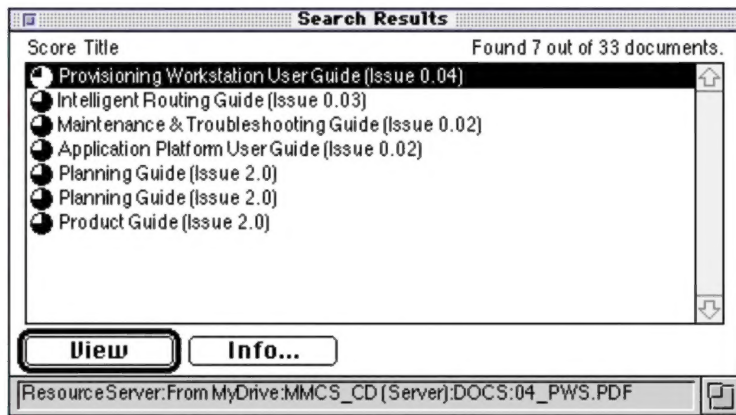
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## How to use Search Results

The Search Results window displays documents which contain text entered in the Search window. Highlight the document you want to review in the Search Results window and click on **View**.



To continue your search after you open a file, return to the Search Results window. To open the Search Results window, select **Search** and then **Results...** from the Tools menu or click on the Search Results icon as shown below.



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## About Boolean Searches

To conduct a Boolean search, build a Boolean expression in the Search window with the following operators: **AND**, **OR**, **NOT**. Each Boolean search option is explained below.

### Searches using AND

Use AND to find documents that contain two or more search terms. For example, "intelligent AND routing" finds documents that contain both *intelligent* and *routing*.

### Searches using OR

Use OR to find documents that contain any of two or more search terms. For example, "intelligent OR routing" finds documents that contain either or both *intelligent* and *routing*.

### Searches using NOT

Use NOT to exclude documents that contain a search term. For example, "NOT intelligent" finds documents that do not contain the word *intelligent*.

### Searches using AND NOT

Use AND NOT to search for documents that include one term and exclude another term. For example, "intelligent AND NOT routing" finds all documents that contain intelligent, but not routing.

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## How to set up Search

The MERL CD-ROM automatically links to the index file each time you open the Home.pdf file. If the MERL CD-ROM fails to automatically load the index, complete the following procedure to reestablish Search capabilities:

- 1 Open the **Home.pdf** file on the MERL CD-ROM.
- 2 Select **Search** and then **Indexes...** from the Tools menu.
- 3 In the Index Selection window, add the MERL CD-ROM index file to the list of Available Indexes. The MERL CD-ROM index file has a unique **".pdx"** filename extension and is located in the DATA folder.



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